

Executive Committee Meeting Minutes – Monday, August 18, 2003

Chairman Dwyer called the meeting to order at 8:32 a.m. and led the Committee in the Pledge of Allegiance.

Present: Chairman James Dwyer, County Board Supervisors Patricia Haukohl, Kenneth Herro, Walter Kolb, Richard Manke, Duane Paulson and Duane Stamsta. Supervisor Herro arrived at 9:55 a.m. due to attendance at another county function.

Also Present: Chief of Staff Lee Esler, Legislative Policy Advisor Mark Mader, Assistant Corporation Counsel Danni Caldwell, Treasurer Pam Reeves, Citizen Russ Wankowski, Director of the Elm Brook Animal Shelter Dianne Horowitz, WCFLS Director Tom Hennen, Building Operations Manager Mark Keckeisen, Emergency Coordinator Jim Malueg, UW-W Dean Brad Stewart, UW-Extension Director Marcia Jante, Office Services Coordinator Claudia Backus, Parks and Land Use Director Dale Shaver, Environmental Health Manager George Morris, Supervisor Rodell Singert, Supervisor Hank Carlson and Office Services Coordinator Windy Jicha.

Late Tax Appeal for Russ Wankowski on Behalf of Sadie II LLC

Dwyer swore in Russ Wankowski. Caldwell said Mr. Wankowski, owner of Sadie II LLC, has the burden of proving that the sole reason the tax payment was late was due to postal error or administrative delay.

Wankowski passed around a letter from the Lannon Post Master. Caldwell read the letter to the committee. Caldwell explained that the tax envelope was double metered, once by Sadie and once by the Milwaukee Post Office. The issue is when it is postmarked. Caldwell said she doesn't think the letter Wankowski presented states postal error. The Sadie stamped indicia on the envelope indicates when it was metered not necessarily when it was mailed.

Dwyer said this issue should be held over so Caldwell can check the facts with the Post Office. Dwyer said Mr. Wankowski doesn't need to return to the committee when the information is further reviewed. Caldwell said she will check this out with the Lannon Post Office and send a memo to the Executive Committee explaining the situation. The item will be part of the next committee agenda for action.

Discuss and Consider Ordinance 158-0-054: Establish a Building and Capital Costs Study Committee for the Federated Library System

MOTION: Manke moved, Haukohl second to approve Ordinance 158-0-054: Establish a Building and Capital Costs Study Committee for the Federated Library System.

Haukohl began by explaining this ordinance. This ordinance creates a Library Building and Capital Costs Study Committee for the purpose of investigating methods for the collection and distribution of funds to aid in the building and capital costs of libraries in Waukesha County, and for the purpose of making a recommendation to the Waukesha County Federated Library System Board, the Waukesha County Executive, and the County Board's Executive Committee by February, 2004. Haukohl said this committee should stand on its own and the entire county board should discuss the outcomes.

Manke asked if we do this, is there a way we can make sure a representative from all non-library communities is on the committee? Haukohl said there should be representatives from the non-library communities.

Kolb said he couldn't vote for this ordinance unless his community directed him to go forward. He hasn't heard anything in favor of this and doesn't think a non-library community would be represented appropriately in this situation.

Haukohl said this committee would study all the different options of collecting and distributing funds to aid in the building and capital costs of libraries.

Hennen said the ACT 150 Committee was charged with doing long-range planning with operating and capital costs. Long-range planning affects the entire county, not just individual communities.

Stamsta said this is the opportunity to investigate problems and solutions of the libraries.

Esler asked if the committee would cover building construction costs or fixed asset costs over \$5,000? Hennen said the primary issue is building costs over \$5,000. Esler said the committee could review the Act 150 findings and quickly come up with answers. Esler said you investigated several methods of covering costs, what was the committee leaning toward? Hennen said he thought the members were leaning toward the third method, a formula to spread out fees but he doesn't want to speak for the members.

ON THE MOTION: Motion carried: 5-1 (Kolb voted no).

Update on Capital Project Number 200328: Courthouse/Administration Center Security

Keckeisen gave an update on courthouse security. He said the County Board approved funding for a card access system to the Courthouse and Administration buildings. Malueg applied for grant funding for the project and got it. The system has been installed and they are currently trying to coordinate a system to produce access cards for all employees with their photographs. On October 1, they will start using the system and it will be a transition period. November 1 will be the actual start date of the system. Keckeisen said he sent out an email explaining which doors employees and public could use. Department heads should decide who needs 24/7 access to the buildings. The system is very flexible and can be set up for individuals.

Dwyer asked if County Board Supervisors could the building for night meetings. Keckeisen said that would work. Keckeisen said he suggests that we set up as many timed groups as necessary. He suggested allowing Supervisors access to the building 7 a.m. – 11 p.m., Monday through Friday and additional times and dates can be added as needed. The system is very flexible and employees can get individualized access. The system records when a cardholder comes and goes. He believes that records of when people enter and exit the buildings would be public record.

Malueg said the next phase of the capital project deals with x-ray screening at public entrances. The grant from Homeland Security includes two x-ray screener devices. He thinks they will be approved for funding in the next six weeks. The next step would be to decide how to use the equipment including staffing of the machines. It will take awhile for the operators to get expertise.

Dwyer asked if we were still getting fences around the Administration Building? Maleug said the funding requires us to purchase the fencing before the end of the year. Keckeisen said it has to be approved by Dennis Cerreta and then it will be purchased and installation arranged.

Keckeisen said when the public needs to attend meetings, the county staff will have to allow doors to be open until the meetings are ended. They will have to guess what time they believe the meetings will end. Stamsta asked if they would require notice of these meetings? Keckeisen said there would have to be some kind of notification coordination effort to get these things lined up. Keckeisen handed out a map of the Administration Center and Courthouse Access Doors and reviewed the various accesses with the committee. He said the good thing about the system is that it is flexible and can be updated at any time.

Discuss and Consider Ordinance 158-O-055: Amend the Waukesha County Code to Include Regulations for a Humane Officer Program and Collection of a Surcharge on Dog License Fees

MOTION: Haukohl moved, Stamsta second, to approve 158-O-055: Amend the Waukesha County Code to Include Regulations for a Humane Officer Program and Collection of a Surcharge on Dog License Fees.

Public Comment: Dianne Horowitz, Director of the Elm Brook Humane Animal Shelter, said it is very important to have these officers. Her organization would have wanted more input toward the program and thinks that there needs to be humane animal officers in the county.

Morris went through the handout which summarizes the Humane Officer issue. The handout reviews Wisconsin State Statute, program survey results including study group participants and recommendations, alternatives and benefits in regards to the Humane Officer program.

Supervisor Herro arrived at 9:55 a.m.

Mader asked if the committee saw any of the correspondence that was received on this issue? He said he doesn't know of any one issue that has received so much correspondence and support of a concept.

Morris said the difficult part of this process is deciding how to fund the position of Humane Officer. He reviewed the ordinance with the committee. This ordinance increases the cost of dog licenses an additional \$2. The additional funding would go toward funding the county wide Humane Officer Program. The program will provide two FTE Humane Officer positions and include budget appropriations for one on-call extra help Humane Officer position as part of the 2004 budget request process. If the board does not go forward with the ordinance, the department will not go forward with this program and it will default to the local communities. Communities will have to decide if they will follow the state statute regarding humane officers.

Esler said the ordinance is an amendment to the code which is a responsibility of this committee. The ordinance doesn't involve any money or staffing in the 2003 budget. It will affect the 2004 budget with an increase in fees and require a positions ordinance to create these positions.

Herro asked if the chair of the Land Use Committee is not supportive of this ordinance, why aren't more communities for this issue? Dwyer said we are either in or out of the program. We can't do this halfway. We do the best for the majority.

Kolb said Environmental Health takes care of rabies currently. If this ordinance doesn't go through, will Morris stop handling rabies issues? Morris said no. They will continue to handle these types of issues. Shaver said they would continue to be responsible for such things as Monkeypox, rabies and West Nile Virus. They will be getting out of animal neglect and abuse issues which would fall back to the municipalities.

Herro said the communities on the western edge of the county don't want to run this program. Haukohl said review the fiscal note. This ordinance will save dollars from the budget because of the additional fees collected from dog licenses.

Stamsta asked if the majority of dogs are licensed? Shaver said no, the minority is licensed and there is no way to enforce this. Shaver said by voting down this ordinance, you transfer the responsibility to the municipalities. Shaver said the counties that contract out for this service have much higher costs. If the municipalities have to run this program, the costs would also increase significantly.

Carlson asked do we have statutory authority to license pet stores? Shaver said we cannot license them. Carlson said with the concerns of Monkeypox, we should be able to monitor these types of things. If we can find a way to fund this without punishing the dog owners too much, it's a good step. In the future we should look for alternative ways to fund these programs. Herro said the federal government is looking at monitoring exotics so maybe that will become a licensing issue.

Stamsta said if we mobilize dog owners to get others to license their animals, we could actually reduce the fees. The more people who license their dogs, the more money available to cover this program.

Esler said this ordinance authorizes a countywide officer program. This is a light year step above what we have in the code. He doesn't see any constraints on the Humane Officer enforcements other than resources. What are the constraints if Brookfield stops its contract and what if the police say this isn't their job? Shaver said it's the same constraints as other programs such as zoning. We don't have the staff to take care of issues aggressively.

ON THE MOTION: Motion carried: 5-2 (Herro and Kolb voted no).

Update on University of Wisconsin – Waukesha (UWW) Capital Projects and the Impact of the State Budget on UW-W Operations

Stewart said the state cut funding to UW systems but did not cut funding for building allocations. UWW planned ahead for the state cut on funding. They froze salaries, limited enrollment, increased the staff contributions toward health insurance, decreased travel between campuses, cut marketing and promotional budgets, reduced the number of advisors and chose not to update software. They were authorized to fill four spots left empty by retirement by filling two spots with full-timers and two with part-timers. They will not serve one fewer student than last year. The building allocations from the state were not cut and they may be able to get additional money for the projects if needed. They were happy to find a lesser-priced vendor of office furniture for the Southview renovation so the cost of furniture is less than expected. The Southview renovation will be completed next week with an open house in September. The money for the capital projects is there and ready to be spent.

Dwyer asked about progress of Northview Hall. Stewart said they hired the contractor and the contractor will spend the fall with the faculty designing the project including faculty offices, science labs, restrooms, HVAC controls, lecture hall, etc.

Esler said the Southview project was partially funded by the state. He asked Stewart to explain if the state will continue funding capital projects. Stewart said currently, the state is covering capital projects. Something could change in the future with the funding.

Discuss and Consider UW-Extension Grant: Showing Compassion in the Waukesha Community: Building Bridges and Networks for Faith-Based and Community Organizations

Jante said the work for this grant started more than two years ago with the grants task force and other community agencies. CDBG, United Way and UW-Extension offered a class to nonprofits teaching grants writing and building collaborations. The program showed the need for collaborations. Next, UW-Extension wrote a grant to CDBG for a needs assessment on grant writing for nonprofits. When this grant came up, it offered support to small nonprofits and faith-based organizations in the community. These organizations don't usually have the time or the skills to write grants. The government urges faith based organizations and smaller nonprofits to apply for more grants but the response has not been strong. This grant will provide technical assistance and education to organizations. This grant will also build a network of consultants who could provide assistance to nonprofits.

Jante said this grant had a very short turnaround time. They got it on Friday, met with the County Executive on Wednesday and then had seven days to write it. UW-Extension's intent to apply did not reach the Department of Administration until after the grant was sent in. Jante said she worked with Keith Swartz to prevent this from happening in the future. In the future, a budget staff person will sit in on the initial grant

meetings and be involved in updates. Jante reviewed the grant's budget with the committee as outlined in the grant proposal.

Herro asked how does this grant fit into the strategic plan? Jante said it falls into the fund development plan and the plan to offer services. Paulson said this is a program set up by the President of the United States. We got the money so we should use it.

Jante said she thinks we are sitting pretty good to receive one of the six to eight available grants. UW-Extension is looking to educate long-term and that is what this grant is looking for. She doesn't know when the grant will be awarded but thinks it will be by the end of this federal fiscal year. This will go under the urban initiative portion of the program budget.

Discuss and Consider Resolution 158-R-006: Adopt Positions on the 2003 Wisconsin Counties Association Resolutions

MOTION: Haukohl moved, Herro second, to approve Resolution 158-R-006: Adopt Positions on the 2003 Wisconsin Counties Association Resolutions.

Dwyer said that Krahn came to the last meeting to update the committee on the 2003 resolutions. The Executive Committee in its review of the 2003 resolutions determined that 11 of the 35 proposed resolutions warranted discussion by the full board, having met the WCA criteria of timeliness, subject matter that is of statewide concern and addresses a county issue. In accordance with the WCA resolutions process, the Executive Committee has recommended one of three possible actions: 1) Adopt, 2) Refer to the Board of Directors (RBD), or 3) Indefinitely postpone (IP) for each of the eleven resolutions. The resolution adopts the positions on the 2003 Wisconsin Counties Association for resolution numbers 2, 5, 6, 7, 8, 9, 10, 11, 16, 17 and 27 on file in the County Board Office.

ON THE MOTION: Motion carried: 7-0.

Discuss and Consider Appointment 158-A-012: Bonnie Morris to the Pretty Lake, School Section Lake, Middle Genesee Lake and Upper Nemahbin Lake Management District.

MOTION: Herro moved, Paulson second, to approve 158-A-012: Bonnie Morris to the Pretty Lake, School Section Lake, Middle Genesee Lake and Upper Nemahbin Lake Management District. **Motion carried: 7-0.**

WCA Report

Dwyer said the meeting was held in Manitowoc. They discussed the issue of the Group Health Trust Board and electing members to the board. There is no continuity to the board because the officers are replaced annually. This year the incoming president will appoint the board of trustees for three to four year terms. The trustees will then appoint the members. The Executive Director's report was quite lengthy and included information on intergovernmental transfer payments to counties with nursing homes. The group as a whole discussed the possibility of mandate relief and referendums. The shared revenue concept came in to take the wealth and distribute it around the state. The wealthy counties are giving but not receiving anything in return. They toured the Manitowoc Maritime Museum and Dwyer highly recommended the museum. The 2004 WCA conference has been moved to Milwaukee County.

Correspondence

Chairman Dwyer reviewed the correspondence. Jicha will produce a list of the correspondence and distribute the list to all supervisors when it is complete. Supervisors should let Jicha know if they want copies of the listed items.

Approve Minutes of August 4, 2003

MOTION: Haukohl moved, Herro second, to approve the minutes of August 4, 2003. **Motion carried:** 7-0.

Committee Reports

Public Works – Esler said the committee will bring an amendment to the Executive Committee to add funds to the Nondepartmental fund for the River Rail Transit. They are looking at ways to reduce costs at the Justice Center including reducing the number of negative pressure cells and program space. They will hold off on remodeling the lockers in existing jail and complete them as needed. As a potential way to save money, they are looking at not excavating the area where the firing range would have been located and to have a less distributed video area; however, at this point, these two items are still in the project. Manke said the committee took a tour of the Communication Center. They expect to open the center in April. They have room for 18 counsels but they are only putting in 15. Things are coming along.

HHS – Herro said the last meeting was cancelled due to a death in a staff member's family.

Land Use – Kolb said the committee will review the Beeler resolution and the Humane Animal Officer issue.

Finance - Haukohl said the committee went through ordinances. They reviewed special revenues and transit. Transit is coming back to the committee this Wednesday to discuss the shortfall and how they will handle it into 2004.

Personnel – Paulson said the last two union contracts are completed. The County Clerk will be at the next meeting to talk about passports. The county stopped doing them in 2002 but the clerk said she can make \$50,000 in profits from processing them.

Judiciary – Stamsta said the committee heard a six-month budget update from the Sheriff's Department. They are \$600,000 in the black in their budget but expect to use a lot of it during Harley Fest to cover overtime. There may be big changes to the District Attorney's 2004 budget.

Motion to Adjourn

MOTION: Manke moved, Stamsta second, to adjourn the meeting. **Motion carried:** 7-0. Meeting adjourned at 12:53 p.m.

Respectfully submitted,

Duane E. Paulson
Secretary